



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-MWA

**UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-22**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG-Y Anti-Bullying

**1. References:**

a. AR 600-20, Army Command Policy, 18 March 2008, Rapid Action Revision (RAR) 20 September 2012.

b. United States Arm Forces Korea (USFK) Regulation 600-52, Civilian/Family Member Overseas Misconduct, 14 February 2014.

**2. Purpose:** To establish the commander's policies and procedures on bullying.

**3. Applicability:** This policy applies to all USFK personnel that are not active duty but receive Individual Logistical Support (ILS) from USFK but are not limited to the following:

a. Civilian personnel who are permitted to use USFK facilities, regardless of command sponsorship. Persons subject to this regulation include but are not limited to the following:

(1) Family Members of U.S. Servicemembers

(2) Members of households of U.S. Servicemembers

(3) U.S. Military retirees and their Family members

(4) Employees of Government invited contractors and their Family members.

b. Appropriated and Non-appropriated fund Department of Defense (DOD) Civilian employees, their Family members, and members of their households.

c. Military, Civilian, and other persons who sponsor Family members for logistic

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support when the family member is involved in misconduct offenses.

**4. Policy:** The USAG-Y, Garrison Commander (GC) is responsible for the morale, welfare, safety, and good order of the Military Community and is committed to making a safe, caring, and welcoming place for all its members. The GC expects everyone to treat each other with respect, and will not tolerate bullying in any form from any member of the USAG-Y military community.

a. **Bullying:** Bullying is a form of aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. Bullying can include verbal harassment, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of race, religion, gender, sexuality, or ability. More specifically, bullying may involve, but is not limited to:

(1) **Physical bullying:** the use of physical actions to gain power and control over their targets. Physical bullying often involves individuals who are bigger, stronger and more aggressive than their peers. Examples of physical bullying include kicking, hitting, punching, slapping, shoving and other physical attacks.

(2) **Verbal bullying:** the use of words, statements and name calling to gain power and control over a target. Verbal bullying includes insults to belittle, demean and hurt another person. It is not uncommon for verbal bullies to target other especially children with special needs. Verbal bullying also includes the use of put-downs, such as insulting or making fun of someone's race, religion, physical activity or disability, mental ability, or disability, or gender (including perceived or actual sexual orientation).

(3) **Sexual bullying:** consist of repeated, harmful and humiliating actions that target a person sexually. Examples of sexual bullying include sexual name calling, crude comments, uninvited touching, sexual positioning and pornographic materials.

(4) **Stealing or damaging another person's things** (selling or damaging can be considered a form of assault).

(5) **Shunning or purposefully excluding a targeted student or trying to get other students not to play with a targeted individual.**

(6) **Cyber-bullying** consist of using a cell phone, gaming device, the internet, or other social media to threaten, stalk, ridicule, humiliate, taunt, spread rumors, lock out of a game, or hack into an individual account.

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(7) Hazing, i.e. "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization (this can be considered a criminal offense).

b. When considering the appropriate administrative action, the GC will consider the seriousness of the bullying; relationship of the sanction to the bullying; reports of prior bullying history, age and maturity of the offender; and any compensation the offender has made to the victim(s) to rectify the effects of his or her bullying. Administrative actions the GC can impose against individuals who engage in bullying include:

(1) Letter of Counseling or Warning: Letters of counseling or warning do not require a notice of intent (NOI) and are not appealable. They require no further action, but are simply issued to a subject under GC authority to address an issue of misconduct.

(2) Suspension or Revocation of Individual Logistic-Support (ILS) Privileges. ILS privileges that can be suspended and/or revoked due to misconduct include but are not limited to AAFES and commissary privileges; rationed items to include tax free fuel and Class VI privileges; Moral, Welfare, Recreation (MWR) privileges; government housing; and installation driving privileges.

(3) Early Return of Dependents (EROD) (voluntary or involuntary). Early return of Family members or other civilian offenders to the continental United States will be considered by the GC when other administrative measures are not expected to be effective and/or the bullying continues. However, if the host nation authorities indicate the intent to prosecute the offender or are likely to do so, an EROD will not be affected without the host nation approval and will be coordinated through the local Staff Judge Advocate (SJA) office.

(4) Depending on the extent of the bullying, an individual may incur less severe consequences. Such consequences may include but are not limited to:

(a) Paying restitution to victims, including the garrison or other unit/agencies that have been affected by the bullying, to reimburse or compensate them for the damages or losses.

(b) Performing voluntary community service.

(c) Attending and participating in Social Work Services (SWS) treatment plans, medical programs, or community education or counseling programs intended to identify, diagnose, or treat underlying social or psychosocial disorders that affect an

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individual's behavior or to educate respondents in better ways to manage their personal lives.

(5) Barment (local and/or theater wide). In appropriate cases, the GC can impose a permanent and/or temporary bar on respondents when dealing with bullying. Barment will prevent individuals from legally accessing U.S. military installations within Korea. Bars will not prohibit a minor enrolled in a Department of Defense Dependent School (DODDS) from accessing the education facility, nor may it prohibit an offender from receiving medical treatment if authorized. Requests to remove or modify a bar to entry must be sent to authority who issued the bar memorandum. Request may not be made until at least one (1) year after the effective date the bar was imposed.

#### **5. Roles and Responsibilities:**

(a) The USAG-Y, Garrison Commander will address incidents of bullying and take administrative action against persons who engage in bullying in accordance with (IAW) USFK 600-52.

(b) Sponsors and Parents will:

(1) Make every effort to prevent bullying by their Family members by immediately confronting the identified family members when becoming knowledgeable that a specific Family member is engaging or is attempting to engage in bullying behaviors.

(2) Cooperate fully with garrison, school, and host nation officials.

(3) Use recommended services as appropriate (i.e. counseling with school officials, parent effectiveness training)

(c) DODDS Students will:

(1) Treat each other with respect.

(2) Refuse to bully others or let others be bullied.

(3) Report bullying to an adult, teacher, or school administrator.

(d) DODDS officials will:

(1) Look into all reported bullying incidents quickly that occur at schools and during school activities and take appropriate internal administrative action to address the bullying.

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(2) If internal administrative actions are unsuccessful and the behavior escalates, or presents a danger to order, discipline, and safety of the garrison, DODDS officials shall:

(a) Notify parents/ guardians of incident and consequences.

(b) Use all available resources to ensure the physical safety and emotional well being of the individual or individuals being bullied. The welfare of the individual being bullied take first precedence over all other matters when deciding any administrative actions of the parties involved in perpetrating the bullying IAW 600-52.

(c) Assist the perpetrator(s) to find more appropriate ways to relate to peers.

(d) Convene a conference that includes the parents, teacher, and principal.

(e) If appropriate, refer perpetrator to the guidance counselor.

(f) Provide corrective instruction.

(g) Implement a behavior management plan.

(h) Temporarily remove the child from the classroom.

(i) Remove school privileges if necessary.

(j) Authorize suspension or if necessary even expulsion from the school.

(k) Report any behavior that constitutes a criminal act or breaks the law to the Military Police.

(e) Children, Youth, School Services (CYSS):

(1) Look into all reported bullying incidents quickly and take appropriate internal administrative action to address the bullying.

(2) If internal administrative action is unsuccessful and the behavior escalates, or presents a danger to good order, discipline, and safety of the garrison, the CYSS shall:

(a) Notify parents/guardians of the incident and consequences.

(b) Assist the perpetrator(s) to find more appropriate way to related to peers.

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- (c) Arrange for a conference with youth and/or parent.
- (d) Refer the child who is either being bullied or is perpetuating the bullying to resources such as the Chaplain, Social Work Services, or Military Life Consultants.
- (e) Implement corrective instructions.
- (f) Consider temporary loss and/ or removal from all CYSS program privileges as determined by the Program Director and CYSS Coordinator.
- (g) Report any behavior that constitutes a criminal act to the Military Police.

6. The POC for this policy is Vincent DiMaira, Family Advocacy Program Manager (FAPM) at DSN: 738-7790 or at email: [vincent.g.dimaira.civ@mail.mil](mailto:vincent.g.dimaira.civ@mail.mil).



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